

TOWN OF WEARE, NH  
WEARE BOARD OF FIRE WARDS  
MEETING MINUTES  
Monday March 28, 2011  
\*\*Final Copy\*\*

**PRESENT:** Jon Osborne, Chairman; Scott Dinsmore, Dave Hewey, Tim Maskiell,  
Frederick Hippler

**I. CALL TO ORDER:**

Chairman Jon Osborne called the meeting to order at 6:30 at the Safety Complex.

**II: ADMINISTRATIVE ITEMS:**

This meeting is a continuation of the discussion on the new Chief's position.

Retirement: Jon Osborne clarified some issues about retirement and benefits with Tina Connor. Mr. Osborne said this position was designated as a part-time, group II position, and therefore was not eligible for retirement benefits. There was concern that if the new Chief worked too many hours, they would be entitled to benefits, but Mr. Osborne said this would only be the case if the candidate worked a yearly average of 35+ hours.

Hours: The Board agreed the Chief should work 25 hour per week at \$20/hour, and it would be open to negotiation how much they would be paid after the 25 hours when they respond to calls, but agreed it should be no higher than \$20/hour. The Board feels the BOFW meetings and the Board of Selectmen meetings should be mandatory for the Chief to attend, but did not decide if those meetings would be part of the 25 required work hours. Tim Maskiell suggested asking other departments with similar Chief's how they separate the pay.

Job Description: The Board discussed a sample job description that had been distributed at a prior meeting. Frederick Hippler commented that there were no minimum requirements or anything regarding EMS, but other than that the description was what they were looking for. After a discussion about some of the wording, Mr. Osborne agreed to make the changes and print out clean copies. The Board would then vote on the new job description and it would be added to the SOP's. Mr. Maskiell suggested adding a Deputy Chief position for tasks such as being Fire Warden and for inspections.

Interview Process: After the application deadline of April 15, the Board will hold a meeting and eliminate some of the applications. The people being asked to be on the interview board are Dan McDonald from New Boston, Richard O'Brien from Goffstown, and Naomi Bolton, the Town Administrator. There will also be at least one member from the BOFW in the audience. At that interview, the applicants will be narrowed down to 3, and at the final interview in front of the BOFW, the final candidate will be chosen. The Selectmen make the final hiring decision. The Board discussed having a 3- year term with yearly reviews, instead of the current 1-year term for the Chief's position. Once hired, the Chief will be on an automatic 6 month probation, after which the Board has the right to extend the term one year. The Board agreed that they are seriously looking for a candidate that has strong management and disciplinarian skills.

**III: OTHER BUSINESS:**

Jon Osborne said the tanker is out of service again and back in Maine being repaired for another leak. If it leaks again, the Board feels they should get another tank since it is under a lifetime warranty.

**IV: ADJOURNMENT:** As there were no further matters to discuss before the board, Scott Dinsmore moved to adjourn at 7:30 pm; Dave Hewey seconded, all voted in favor.

Respectfully Submitted,  
Sheila Savaria, Recording Secretary